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3 August 1954

## OFFICE OF PERSONNEL MEMORANDUM NO. 20-860-3

SUBJECT: Part-time and "Summer-only" Employment of Dependents of Agency Personnel

RESCISSIONS: ✓ OFM 20-860-1, Part-time and "Summer-only" Employment of Dependents of Agency Personnel, dated 17 July 1953  
 OFM 20-860-2, Personnel Office Processing of Part-time and "Summer-only" Personnel, dated 10 August 1953

## 1. GENERAL

ILLEGIB

a. Dependents of Agency personnel may be employed for clerical duties, on a part-time or "summer-only" basis, except for assignment to components of the Deputy Director (Plans) and the Office of Current Intelligence. Dependents include sons and daughters 16 years of age or over, and wives or husbands, except wives or husbands who were not married to their current spouse when his or her full field investigation was conducted. (Individuals other than dependents as defined above will not be considered for this type of employment.)

b. The Director of Security will issue special secret clearances for dependents being considered for part-time or "summer-only" employment. When they enter on duty, they will be given a special security indoctrination by the Security Office and will be issued limited passes which will restrict their movements to the general area of their employment. Dependents may work with unclassified, confidential and secret materials only. It is the responsibility of each component employing dependents to adequately safeguard these restrictions.

c. Part-time and "summer-only" employees will be hired on a contractual basis. Personnel and medical qualifications will be the same as for staff employees. Such employees are not covered by the Civil Service Retirement Act or the Social Security Acts. Such personnel will not be employed on a when-actually-employed (WAE) basis. The following hourly rates of pay are established for such employees:

	Regular	Overtime
GS-1 equivalent	1.20	1.80
GS-2 equivalent	1.32	1.98
GS-3 equivalent	1.42	2.13
GS-4 equivalent	1.53	2.11
GS-5 equivalent	1.64	2.07

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CONFIDENTIAL

OPM 51-54

d. Part-time and "summer-only" employees will <sup>not be</sup> assigned to the IAB, and they will not attend regular clerical training courses. However, they will attend the three-day clerical indoctrination course when they enter on duty.

## 2. PROCEDURES

a. Personal interviews for such employment will be conducted by the Personnel Procurement Division in Room 100, 2430 E Street, N.W. Each individual selected will be requested to complete three copies of the Personal History Statement (Form No. 38-1), the Supplements thereto, and Report of Medical History (SF-89). If appropriate, PPD will request the individual to submit the necessary permissive documentation from his school system concerning employment.

b. The Placement and Utilization Division will process applicants for such employment by selecting those qualified and signing the SF-52 as certification that the requirements for employment of the individual have been met. Processing and Records Division will initiate the Personal Service Contract (Form No. 37-53A) in each such case. The form will be signed by the Chief, PRD, as certification that processing is completed.

c. PRD will process these cases in the following manner:

(1) Prepare Standard Form No. 50, Notification of Personnel Action, as indicated below, in order to furnish the Machine Records Division and the Fiscal Division Comptroller's Office, with the necessary data.

(a) The words "TEMPORARY/PART-TIME" will be inserted in the box in the upper right-hand corner of the SF-50.

(b) The following terminology will be used in connection with accession actions:

*Exempt*  
Temporary appointment (Contract No.       ) *NTE*

(c) On "in-service" actions and separation actions, the nature of the action will be followed by the Personal Service Contract number.

(d) Item No. 7, SF-50:

PL 110  
DCS # (Contract Number)

(e) Item No. 8, SF-50:

Indicate title of position only, do not show a position number.

(f) Item No. 9, SF-50:

Indicate classification series, grade and ~~per hour rate.~~

(g) Item No. 10, SF-50:

Indicate the organizational designation to which individual is being assigned. (~~No assignment to IAB).~~

(Do not show per annum rate.)

(h) Item No. 17, SF-50:

Indicate appropriation to be charged.

(i) Item No. 18, SF-50:

Insert "NO" - <sup>FICA</sup> as such employees will not be subject to the Civil Service Commission Retirement program.

(j) Item No. 21, SF-50:

(1) If individual is to be employed on a part-time basis, indicate the days of the week and the hours of duty for each day.

(2) On all accession actions insert:

"To terminate not later than (date)." (Date employment is to terminate, if known, or any date within one year from EOD date.)

(3) Insert:

The specific conditions of employment stated in PSC (contract No.) on file in the Agency.

(k) All other items on the SF-50 will be completed in accordance with existing requirements.

(1) The Form 37-53A and the SF-50 will be authenticated by perforating the name of the Deputy Assistant Director for Personnel in the lower right side.


(m) The SF-50 will be distributed as follows:

Original - Employee Copy - to Contractor  
Copy 1 - Payroll Copy - to Comptroller (appropriate payroll division)  
Copy 2 - Civil Service Copy - delete distribution mark for Machine Records Division, Comptroller's Office  
Copy 3 - Personnel Folder Copy - to Contractor's Folder  
Copy 4 - Chronological Journal - to chrono file

Copy 5 - Blank Copy - To Budget Division, Comptroller  
Office  
Copies 6 - Blank Copies - Destroy  
and 7

(n) The Form 37-53A will be distributed as indicated thereon. Copies of the Form 37-53A and SF-50 being distributed to the same component or file will be stapled together in the case of accession actions.

25X1A



George E. Malcom  
Deputy Assistant Director  
for Personnel

**Attachment:**

Personal Service Contract (Form No. 37-53A - revised)